

Occupational Therapist – Applicant Status

Documentation Required for Licensure

Note to Applicant: Applicant status authorization to practice is only available to individuals that have been previously licensed in another state and expires 3 months from the date the application is received in the board office or the date on which the applicant's license is issued, whichever is sooner. The name of the supervising OT is required at the time of application and any changes in the supervising OT must be reported to the Iowa OT Board office within 7 days of any change.

- ☐ Application and fee (\$120). **All application fees are nonrefundable.** To apply, do one of the following:
 1. Create an account, apply and pay online at:
<https://ibpllicense.iowa.gov/PublicPortal/Iowa/IBPL/common/index.jsp>, OR
 2. Print, complete and return a paper application with a check or money order payable to the Iowa Board of Physical and Occupational Therapy:
http://idph.iowa.gov/Portals/1/Files/Licensure/pot_ot_app_form.pdf.
- ☐ Educational Requirement - Official transcripts confirming completion of an occupational therapy degree from an occupational therapy program approved by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association, sent directly to the Board office from the college or university. The transcript must show completion of a supervised fieldwork experience. Foreign-trained applicants should contact the Board office for educational requirements.
- ☐ Examination Requirement - Proof of passing the National Board for Certification in Occupational Therapy (NBCOT) Exam, sent directly to the Board office by NBCOT.
- ☐ Applicants that have been previously licensed in another state must also provide one of the following:
 1. Proof of completion of 30 hours of Iowa Board-approved continuing education courses during the two years immediately preceding the Iowa license application submission, OR
 2. Proof of practice as a licensed OT for a minimum of 2,080 hours during the two years immediately preceding the Iowa license application submission (e.g. a letter from the OT's employer), OR
 3. Proof of serving the equivalent of one year as a full-time faculty member teaching OT in an accredited school of OT for at least one of the two years immediately preceding the Iowa license application submission (e.g. a letter from the OT's employer), OR
 4. Proof of NBCOT exam passing score within one year immediately preceding the Iowa license application submission.
- ☐ Verification of licenses held in other states (if any):

Applicants that have been previously licensed, registered or certified in any other state must provide official verification of licensure in the other state(s). The license verification must include license issue date, expiration date and any pending or past disciplinary action. The verification may be printed from another state licensing board's website if it contains all of the required information. If web based verification is not available, the verification must be send directly to the Board office by the state(s) where the applicant has been licensed, registered, or certified. If the applicant has never been licensed in another state, ignore this item.